

Training Week 4 - Case Scenario- Practice Admin User Role

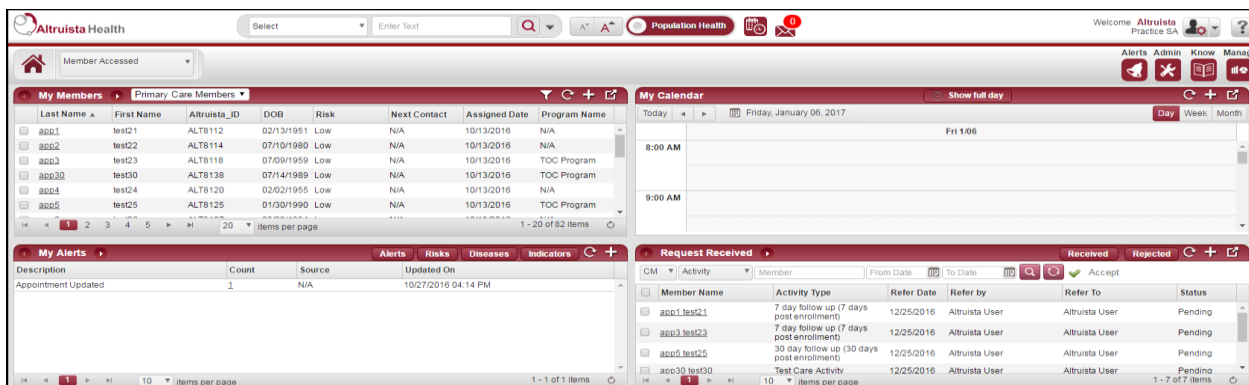
The fourth week of Care Coordination Tool training will focus on the Practice Admin User Role in the Care Continuity Tool.

After this self-guided training, you should be able to perform the following functions:

1. View Care Coordination and Population Health Provider dashboard.
2. View and Edit Member Summary Data
3. Update or Inactivate Care Staff Users
4. Manage Care Staff
5. Reset Password
6. Assign Member's Care Team

1. View Care Coordination and Population Health Provider Dashboards

When a **Practice Admin** logs in to the Care Coordination Tool, the dashboard page appears as shown below.

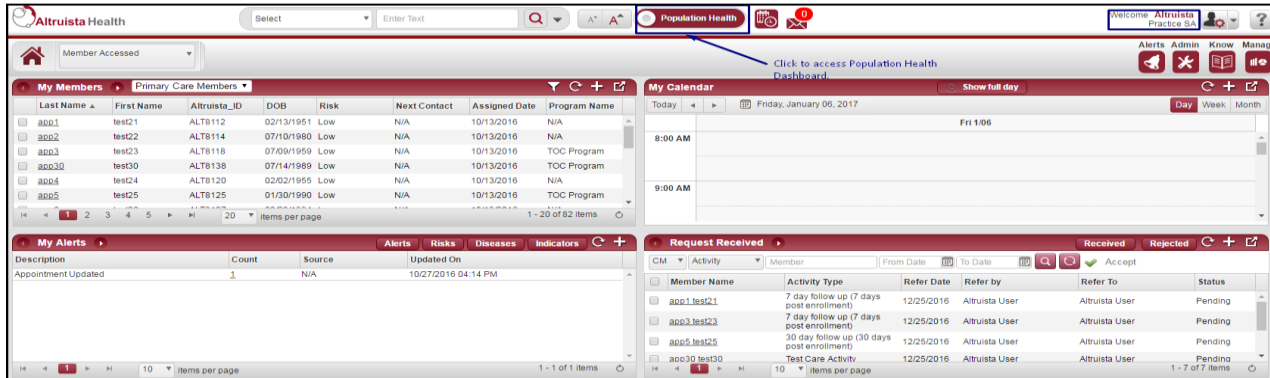


Last Name	First Name	Altruista ID	DOB	Risk	Next Contact	Assigned Date	Program Name
asp1	test21	ALT8112	02/13/1951	Low	N/A	10/13/2016	N/A
asp2	test22	ALT8114	07/10/1980	Low	N/A	10/13/2016	N/A
asp3	test23	ALT8116	07/09/1959	Low	N/A	10/13/2016	TOC Program
asp30	test30	ALT8138	07/14/1989	Low	N/A	10/13/2016	TOC Program
asp4	test24	ALT8120	02/02/1955	Low	N/A	10/13/2016	N/A
asp5	test25	ALT8125	01/30/1990	Low	N/A	10/13/2016	TOC Program

Description	Count	Source	Updated On
Appointment Updated	1	N/A	10/27/2016 04:14 PM

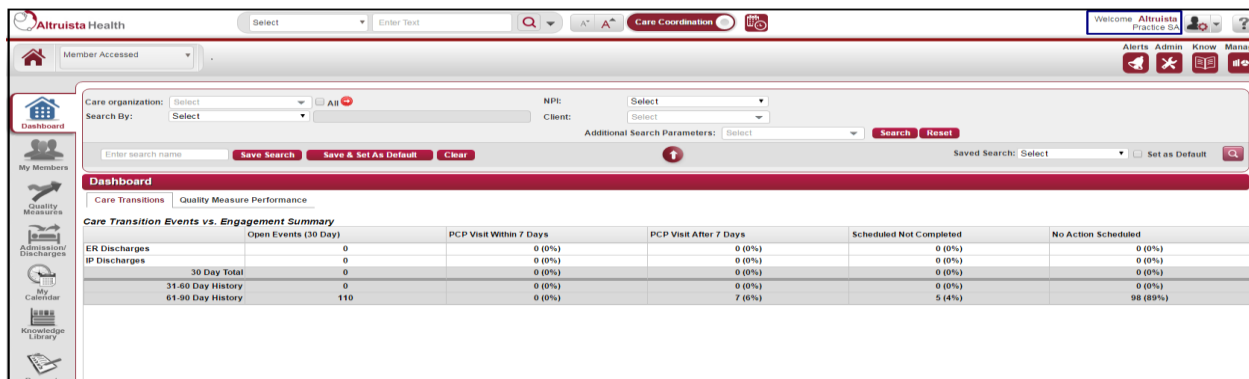
Member Name	Activity Type	Refer Date	Refer by	Refer To	Status
asp1 test21	7 day follow up (7 days post enrollment)	12/25/2016	Altruista User	Altruista User	Pending
asp3 test23	7 day follow up (7 days post enrollment)	12/25/2016	Altruista User	Altruista User	Pending
asp5 test25	30 day follow up (30 days post enrollment)	12/25/2016	Altruista User	Altruista User	Pending
aco30 test30	Test Care Activity	12/25/2016	Altruista User	Altruista User	Pending

The Practice Admin can select the Population Health Dashboard by clicking on the **Population Health** toggle button.



The screenshot shows the Altruista Health Practice Admin interface. At the top, there is a navigation bar with a search bar and a 'Population Health' toggle button highlighted with a blue arrow. A tooltip points to this button with the text 'Click to access Population Health Dashboard'. Below the navigation bar, the interface is divided into several sections: 'My Members' (Primary Care Members), 'My Calendar', 'My Alerts', and 'Request Received'. The 'My Members' section displays a table of members with columns for Last Name, First Name, Altruista_ID, DOB, Risk, Next Contact, Assigned Date, and Program Name. The 'My Calendar' section shows a calendar view for Friday, January 06, 2017. The 'My Alerts' section displays a table of alerts with columns for Description, Count, Source, and Updated On. The 'Request Received' section displays a table of requests with columns for Member Name, Activity Type, Refer Date, Refer by, Refer To, and Status.

Clicking on the Population Health toggle button will land the Practice Admin on the Population Health Provider dashboard.

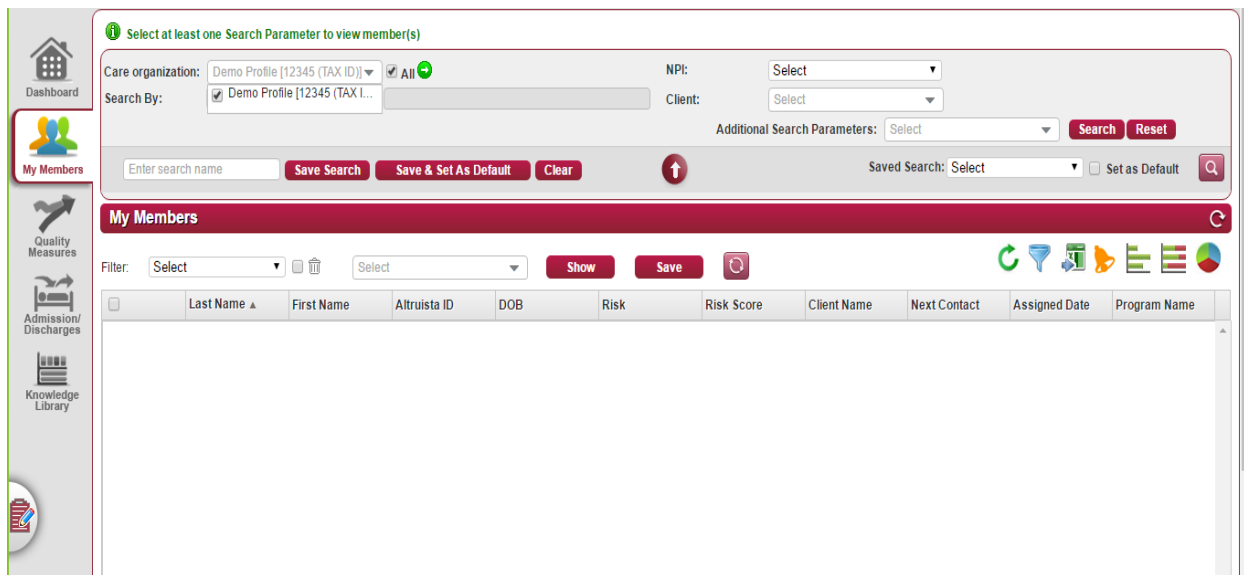


The screenshot shows the Altruista Health Practice Admin interface, specifically the Population Health Provider dashboard. The dashboard is divided into several sections: 'Care organization', 'Search By', 'NPI', 'Client', 'Additional Search Parameters', 'Search', 'Reset', 'Saved Search', and 'Set as Default'. Below these sections, there is a 'Dashboard' section with a 'Care Transitions' tab and a 'Quality Measure Performance' tab. The 'Care Transitions' section displays a table of care transition events with columns for Open Events (30 Day), PCP Visit Within 7 Days, PCP Visit After 7 Days, Scheduled Not Completed, and No Action Scheduled. The table shows data for ER Discharges, IP Discharges, and 30 Day Total, with a 31-60 Day History and 61-90 Day History.

2. View and Edit Member Summary Data

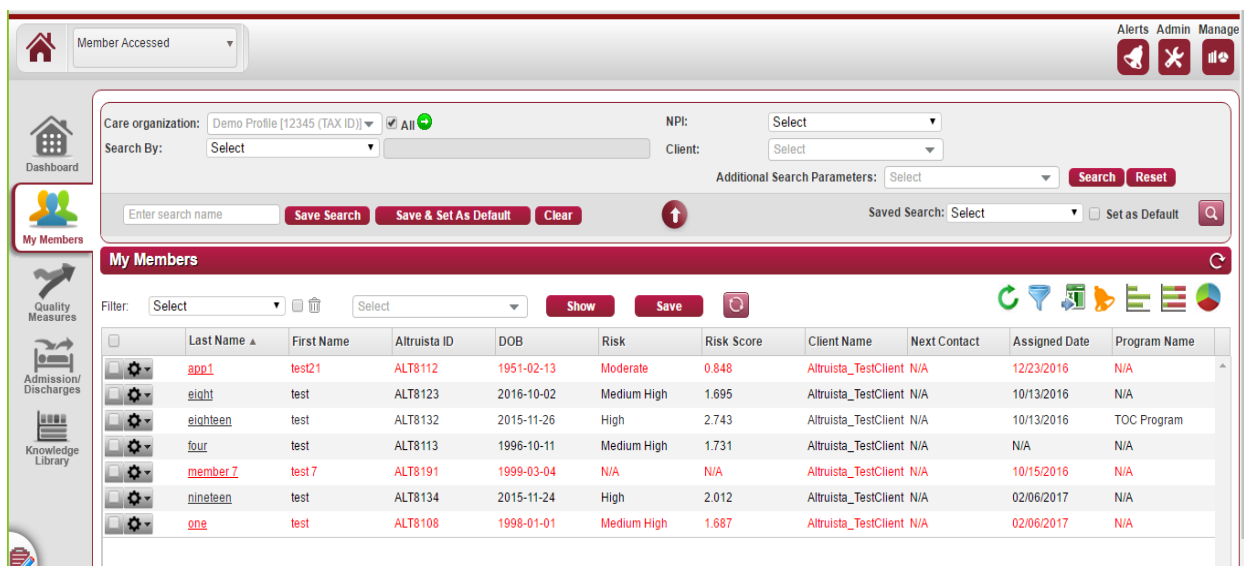
The Practice Admin can view member's data associated to the Practice TIN(s) for which they have access.

In Global Search, **select a Practice TIN** from the Care Organization drop-down, and click on the **Search Icon** to view members that are associated to the TIN.



My Members

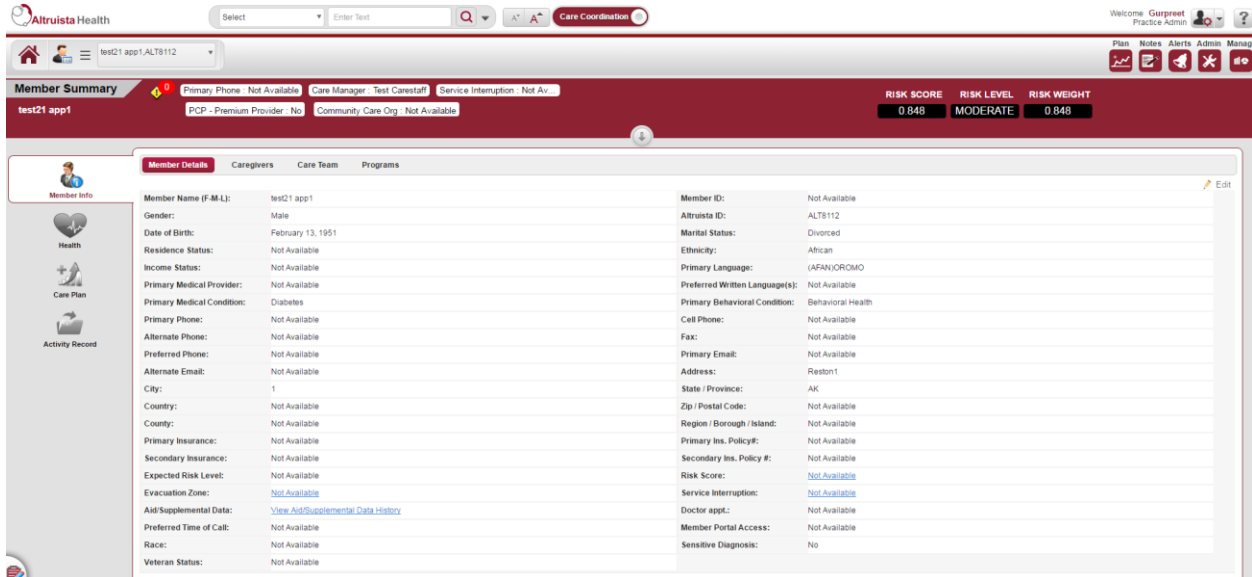
Filter:	Select	Select	Show	Save	Refresh	Reset	Set as Default	Search	
Last Name	First Name	Altruista ID	DOB	Risk	Risk Score	Client Name	Next Contact	Assigned Date	Program Name



My Members

Filter:	Select	Select	Show	Save	Refresh	Reset	Set as Default	Search	
Last Name	First Name	Altruista ID	DOB	Risk	Risk Score	Client Name	Next Contact	Assigned Date	Program Name
app1	test21	ALT8112	1951-02-13	Moderate	0.848	Altruista_TestClient	N/A	12/23/2016	N/A
eight	test	ALT8123	2016-10-02	Medium High	1.695	Altruista_TestClient	N/A	10/13/2016	N/A
eighteen	test	ALT8132	2015-11-26	High	2.743	Altruista_TestClient	N/A	10/13/2016	TOC Program
four	test	ALT8113	1996-10-11	Medium High	1.731	Altruista_TestClient	N/A	N/A	N/A
member 7	test 7	ALT8191	1999-03-04	N/A	N/A	Altruista_TestClient	N/A	10/15/2016	N/A
nineteen	test	ALT8134	2015-11-24	High	2.012	Altruista_TestClient	N/A	02/06/2017	N/A
one	test	ALT8108	1998-01-01	Medium High	1.687	Altruista_TestClient	N/A	02/06/2017	N/A

Click on Member's Last Name Hyperlink to view the member's data, in the **Member Summary** section.



Member Summary

test21 app1

Primary Phone: Not Available | Care Manager: Test Carestaff | Service Interruption: Not Av

PCP - Premium Provider: No | Community Care Org: Not Available

RISK SCORE 0.848 **RISK LEVEL** MODERATE **RISK WEIGHT** 0.848

Member Details | Caregivers | Care Team | Programs

Member Info

Member Name (F.M.L.): test21 app1

Gender: Male

Date of Birth: February 13, 1951

Residence Status: Not Available

Income Status: Not Available

Primary Medical Provider: Not Available

Primary Medical Condition: Diabetes

Primary Phone: Not Available

Alternate Phone: Not Available

Preferred Phone: Not Available

Alternate Email: Not Available

City: 1

Country: Not Available

County: Not Available

Primary Insurance: Not Available

Secondary Insurance: Not Available

Expected Risk Level: Not Available

Evacuation Zone: Not Available

Aid/Supplemental Data: [View Aid/Supplemental Data History](#)

Preferred Time of Call: Not Available

Race: Not Available

Veteran Status: Not Available

Member ID: Not Available

Altruista ID: ALT8112

Marital Status: Divorced

Ethnicity: African

Primary Language: (AFAN)CROMO

Preferred Written Language(s): Not Available

Primary Behavioral Condition: Behavioral Health

Cell Phone: Not Available

Fax: Not Available

Primary Email: Not Available

Address: Reston1

State / Province: AK

Zip / Postal Code: Not Available

Region / Borough / Island: Not Available

Primary Ins. Policy#: Not Available

Secondary Ins. Policy #: Not Available

Risk Score: [Not Available](#)

Service Interruption: [Not Available](#)

Doctor appt.: Not Available

Member Portal Access: Not Available

Sensitive Diagnosis: No

[Edit](#)

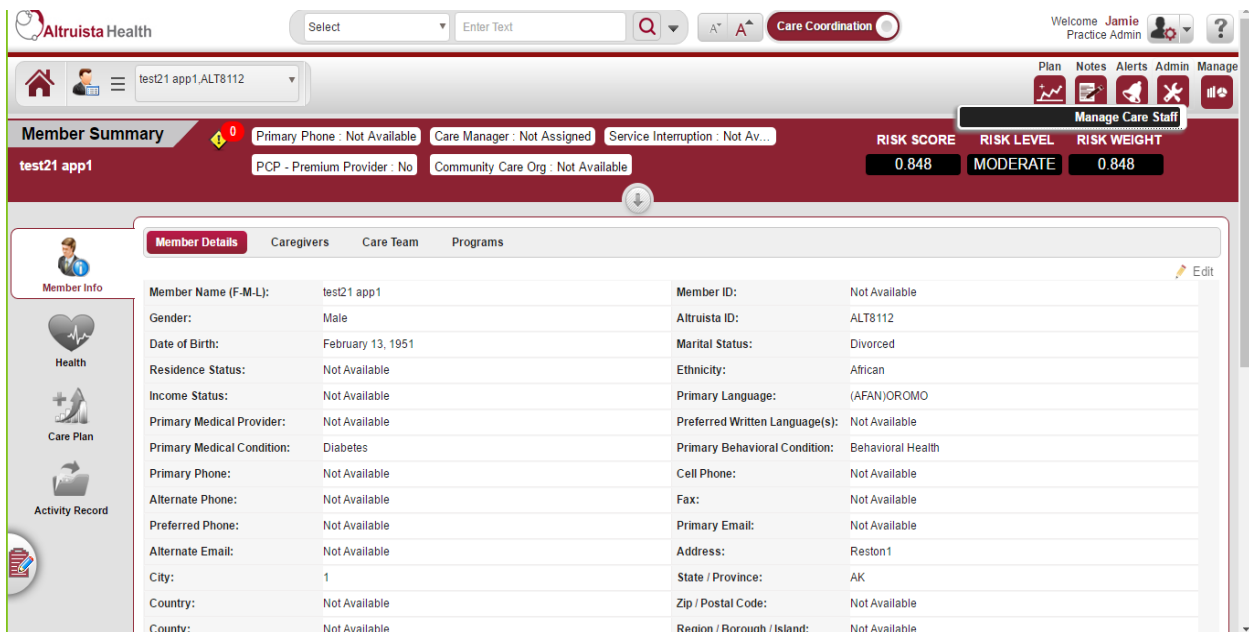
In the “Member Summary” section the Practice Admin can view and also edit member’s demographic and medical information by clicking the **Edit** button.

3. Manage Care Staff

Note: *The Practice Admin will not be able to search or view any Member data which that is not within the TIN(s), where the Practice Admin has access.*

The Practice Admin can update/inactivate care staff user(s) assigned to their practice where the Practice Admin has access.

Click on the **Admin icon** and select **Manage Care Staff** from the drop-down menu.



The screenshot displays the Altruista Health Practice Admin interface. At the top, there is a search bar and a navigation menu with icons for Plan, Notes, Alerts, Admin, and Manage. The 'Manage' dropdown menu is open, showing the 'Manage Care Staff' option. Below the navigation bar, the 'Member Summary' section for 'test21 app1' is visible. It includes a 'Primary Phone : Not Available' status, a 'Care Manager : Not Assigned' status, and a 'Service Interruption : Not Av...' status. The 'RISK SCORE' is 0.848, the 'RISK LEVEL' is MODERATE, and the 'RISK WEIGHT' is 0.848. The 'Member Details' tab is selected, showing a table of member information.

Member Name (F-M-L):	test21 app1	Member ID:	Not Available
Gender:	Male	Altruista ID:	ALT8112
Date of Birth:	February 13, 1951	Marital Status:	Divorced
Residence Status:	Not Available	Ethnicity:	African
Income Status:	Not Available	Primary Language:	(AFAN)OROMO
Primary Medical Provider:	Not Available	Preferred Written Language(s):	Not Available
Primary Medical Condition:	Diabetes	Primary Behavioral Condition:	Behavioral Health
Primary Phone:	Not Available	Cell Phone:	Not Available
Alternate Phone:	Not Available	Fax:	Not Available
Preferred Phone:	Not Available	Primary Email:	Not Available
Alternate Email:	Not Available	Address:	Reston1
City:	1	State / Province:	AK
Country:	Not Available	Zip / Postal Code:	Not Available
County:	Not Available	Region / Borough / Island:	Not Available

test21 app1, ALT8112

Plan Notes Alerts Admin Manage

Member Summary

test21 app1

Primary Phone : Not Available Care Manager : Not Assigned Service Interruption : Not Av...

PCP - Premium Provider : No Community Care Org : Not Available

RISK SCORE 0.848 **RISK LEVEL** MODERATE **RISK WEIGHT** 0.848

MANAGE CARE STAFF

Status: Select Role: Select Category: Select Keywords: [Search]

+ Add Edit Activate Inactivate UnLock Reset Password

Care Staff Name	User Name	Role Name	Care Organization	Specialty	Credential	Status	Config View
Jillene Rupp	jillene	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	Inactive	View
Jennie Giuliany	jgiuliany	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	Active	View
Jamie Bizup	jbizup4	Practice Admin	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	Active	View
General User	generaluser	Altruista Role	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	Inactive	View
Test Carestaff	Test_carestaff	Provider_User	1700850245 (PROVIDER), AG (CLIENT), Altruista_TestClient (CLIENT) More...	N/A	N/A	Inactive	View
Suzanne Stearns	drssteams	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	Active	View
Laura Gestaut	lauragestaut	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	Active	View
Chandu Puvvadi	ChanduProvider	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	Inactive	View

In Manage Care Staff panel, select a care staff member and click on **Activate icon** to change the status from Inactive to Active of the Care Staff member.

Altruista Health

Select Enter Text [Search] A+ Population Health [Alerts]

Welcome Gurpreet Practice Admin [Help]

Alerts Admin Manage

MANAGE CARE STAFF

Status: Select Role: Select Category: Select Keywords: [Search]

Edit Activate Inactivate UnLock Reset Password

Care Staff Name	User Name	Role Name	Care Organization	Specialty	Credential	Status	Config View
Jillene Rupp	jillene	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	Inactive	View
Jennie Giuliany	jgiuliany	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	Active	View
Jamie Bizup	jbizup4	Care Coordinator	Altruista_TestClient (CLIENT), TIN-12345 (N/A), TIN-582018687 (1043348075) More...	N/A	N/A	Active	View
General User	generaluser	Altruista Role	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	Inactive	View
Test Carestaff	Test_carestaff	Provider_User	1700850245 (PROVIDER), AG (CLIENT), Altruista_TestClient (CLIENT) More...	N/A	N/A	Inactive	View
Suzanne Stearns	drssteams	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	Active	View
Laura Gestaut	lauragestaut	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	Active	View
Gurpreet Singh	gsingh	Practice Admin	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	Active	View
Chandu Puvvadi	ChanduProvider	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	Inactive	View

1 of 1

After Clicking on the **Activate icon**, the status of the Care Staff Member is updated from Inactive to Active.

tnqa.guidingcare.com says:
Are you sure you want to activate selected item?

OK Cancel

MANAGE CARE STAFF

Status: Select Role: Select Category: Select Keywords: [Search]

Alerts Admin Manage

Care Staff Name	User Name	Role Name	Care Organization	Specialty	Credential	Status	Config View
Jillene Rupp	jillene	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (NIA)	NIA	NIA	Active	View
Jennie Giuliani	jgiuliani	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (NIA)	NIA	NIA	Active	View
Jamie Blcup	jblcup4	Care Coordinator	Altruista_TestClient (CLIENT), TIN-12345 (NIA), TIN-582018687 (1043346075) More...	NIA	NIA	Active	View
General User	generaluser	Altruista Role	Altruista_TestClient (CLIENT), TIN-12345 (NIA)	NIA	NIA	Inactive	View
Test Carestaff	Test_carestaff	Provider_User	1700850245 (PROVIDER), AG (CLIENT), Altruista_TestClient (CLIENT) More...	NIA	NIA	Inactive	View
Suzanne Stearns	dsstearns	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (NIA)	NIA	NIA	Active	View
Laura Gestaut	lauragestaut	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (NIA)	NIA	NIA	Active	View
Gurpreet Singh	gsingh	Practice Admin	Altruista_TestClient (CLIENT), TIN-12345 (NIA)	NIA	NIA	Active	View
Chandu Puvadi	ChanduProvider	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (NIA)	NIA	NIA	Inactive	View

1 of 1

Carestaff Activation Completed Successfully.

MANAGE CARE STAFF

Status: Select Role: Select Category: Select Keywords: [Search]

Alerts Admin Manage

Care Staff Name	User Name	Role Name	Care Organization	Specialty	Credential	Status	Config View
Jillene Rupp	jillene	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (NIA)	NIA	NIA	Active	View
Jennie Giuliani	jgiuliani	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (NIA)	NIA	NIA	Active	View
Jamie Blcup	jblcup4	Care Coordinator	Altruista_TestClient (CLIENT), TIN-12345 (NIA), TIN-582018687 (1043346075) More...	NIA	NIA	Active	View
General User	generaluser	Altruista Role	Altruista_TestClient (CLIENT), TIN-12345 (NIA)	NIA	NIA	Inactive	View
Test Carestaff	Test_carestaff	Provider_User	1700850245 (PROVIDER), AG (CLIENT), Altruista_TestClient (CLIENT) More...	NIA	NIA	Active	View
Suzanne Stearns	dsstearns	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (NIA)	NIA	NIA	Active	View
Laura Gestaut	lauragestaut	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (NIA)	NIA	NIA	Active	View
Gurpreet Singh	gsingh	Practice Admin	Altruista_TestClient (CLIENT), TIN-12345 (NIA)	NIA	NIA	Active	View
Chandu Puvadi	ChanduProvider	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (NIA)	NIA	NIA	Inactive	View

1 of 1

Note: The Practice Admin can change the status of a Care Staff member from Active to Inactive by following the same steps shown above in the screenshots and clicking on the Inactive icon.

Reset Password

In Manage Care Staff, the Practice Admin Can Reset the Care Staff password.

Select a Care Staff Member name and click the **Reset Password** icon.

tnqa.guidingcare.com says:
Are you sure you want to password reset for selected item?

OK Cancel

Member Summary
test21 app1
PCP - Premium Provider: No
Community Care Org: Not Available

RISK SCORE: 0.848
RISK LEVEL: MODERATE
RISK WEIGHT: 0.848

MANAGE CARE STAFF

Care Staff Name	User Name	Role Name	Care Organization	Specialty	Credential	Status	Config View
Jillene Rupp	jillene	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	🟢	View
Jennie Giuliany	jgiuliany	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	🟢	View
Jamie Bicap	jicap4	Care Coordinator	Altruista_TestClient (CLIENT), TIN-12345 (N/A), TIN-562018687 (1043346075) More...	N/A	N/A	🟢	View
General User	generaluser	Altruista Role	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	🟡	View
<input checked="" type="checkbox"/> Test Carestaff	Test_carestaff	Provider_User	1700650245 (PROVIDER), AG (CLIENT), Altruista_TestClient (CLIENT) More...	N/A	N/A	🟢	View
Suzanne Stearns	dstearns	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	🟢	View
Laura Gestaut	lauragestaut	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	🟢	View
Gurpreet Singh	gsingh	Practice Admin	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	🟢	View
Chandu Puvadi	ChanduProvider	Provider_User	Altruista_TestClient (CLIENT), TIN-12345 (N/A)	N/A	N/A	🟡	View

Note: If a care staff has locked themselves out of their account the practice admin will need to first click the check box beside their name and choose the unlock button. Then they will be able to activate the account by following the steps above.

Assign Member's Care Team

The Practice Admin can assign/re-assign Care Coordinator and Care Team Managers to a Member's Care Team.

Click on the Manage Icon  and select **Assign Care Member** from the drop-down menu.

Manage

Assign Care Member

Assigned Activity Summary

Manage Care Member

Dashboard

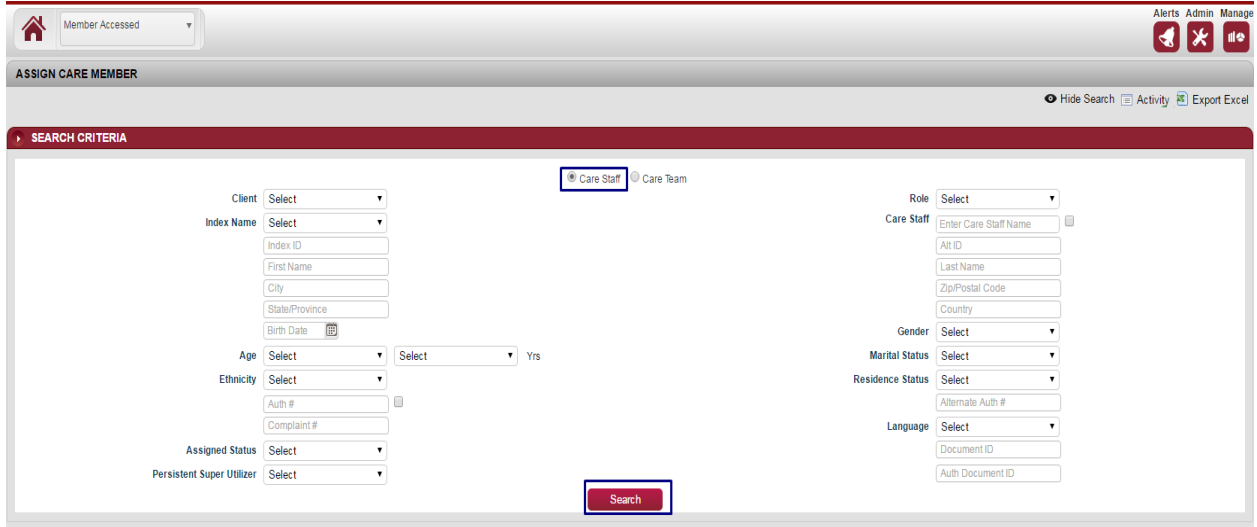
Quality Measure Performance

Care Transitions

Care Transition Events vs. Engagement Summary

	Open Events (30 Day)	PCP Visit Within 7 Days	PCP Visit After 7 Days	Scheduled Not Completed	No Action Scheduled
ER Discharges	0	0 (0%)	0 (0%)	0 (0%)	0 (0%)
IP Discharges	0	0 (0%)	0 (0%)	0 (0%)	0 (0%)
30 Day Total	0	0 (0%)	0 (0%)	0 (0%)	0 (0%)
31-60 Day History	0	0 (0%)	0 (0%)	0 (0%)	0 (0%)
61-90 Day History	0	0 (0%)	0 (0%)	0 (0%)	0 (0%)

In Assign Care Member panel, Select **Care Staff** radio button and click on search.



ASSIGN CARE MEMBER

Hide Search Activity Export Excel

SEARCH CRITERIA

☒ Care Staff ☐ Care Team

Client: Select

Index Name: Select

Index ID:

First Name:

City:

State/Province:

Birth Date:

Age: Select

Ethnicity: Select

Assigned Status: Select

Persistent Super Utilizer: Select

Role: Select

Care Staff: Enter Care Staff Name

All ID:

Last Name:

Zip/Postal Code:

Country:

Gender: Select

Marital Status: Select

Residence Status: Select

Alternate Auth #:

Language: Select

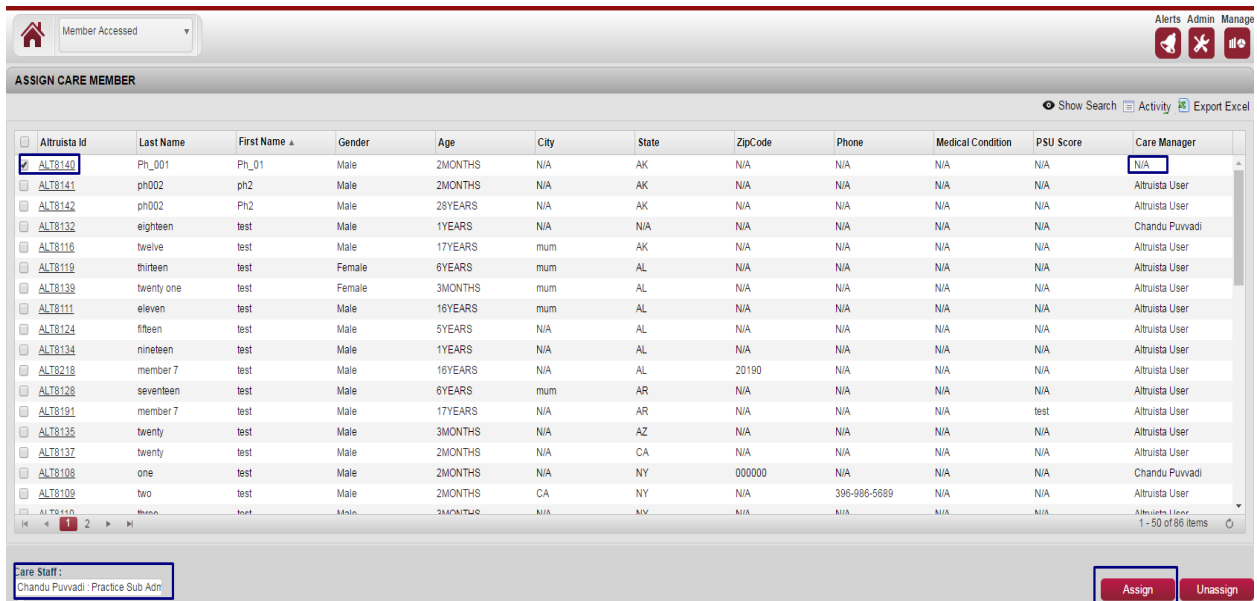
Document ID:

Auth Document ID:

Search

In the example screenshot shown below, the member selected currently is not assigned a Care Manager.

To assign a Care Manager, select the member by **clicking on the checkbox** next to Altruista ID, and enter the name of the Care staff member.



ASSIGN CARE MEMBER

Show Search Activity Export Excel

<input type="checkbox"/>	Altruista Id	Last Name	First Name	Gender	Age	City	State	ZipCode	Phone	Medical Condition	PSU Score	Care Manager
<input checked="" type="checkbox"/>	ALT8140	Ph_001	Ph_01	Male	2MONTHS	N/A	AK	N/A	N/A	N/A	N/A	N/A
<input type="checkbox"/>	ALT8141	ph002	ph2	Male	2MONTHS	N/A	AK	N/A	N/A	N/A	N/A	Altruista User
<input type="checkbox"/>	ALT8142	ph002	Ph2	Male	28YEARS	N/A	AK	N/A	N/A	N/A	N/A	Altruista User
<input type="checkbox"/>	ALT8132	eighteen	test	Male	1YEARS	N/A	N/A	N/A	N/A	N/A	N/A	Chandu Puvadi
<input type="checkbox"/>	ALT8110	twelve	test	Male	17YEARS	mum	AK	N/A	N/A	N/A	N/A	Altruista User
<input type="checkbox"/>	ALT8119	thirteen	test	Female	6YEARS	mum	AL	N/A	N/A	N/A	N/A	Altruista User
<input type="checkbox"/>	ALT8139	twenty one	test	Female	3MONTHS	mum	AL	N/A	N/A	N/A	N/A	Altruista User
<input type="checkbox"/>	ALT8111	eleven	test	Male	16YEARS	mum	AL	N/A	N/A	N/A	N/A	Altruista User
<input type="checkbox"/>	ALT8124	fifteen	test	Male	5YEARS	N/A	AL	N/A	N/A	N/A	N/A	Altruista User
<input type="checkbox"/>	ALT8134	nineteen	test	Male	1YEARS	N/A	AL	N/A	N/A	N/A	N/A	Altruista User
<input type="checkbox"/>	ALT8218	member 7	test	Male	16YEARS	N/A	AL	20190	N/A	N/A	N/A	Altruista User
<input type="checkbox"/>	ALT8128	seventeen	test	Male	6YEARS	mum	AR	N/A	N/A	N/A	N/A	Altruista User
<input type="checkbox"/>	ALT8191	member 7	test	Male	17YEARS	N/A	AR	N/A	N/A	N/A	test	Altruista User
<input type="checkbox"/>	ALT8135	twenty	test	Male	3MONTHS	N/A	AZ	N/A	N/A	N/A	N/A	Altruista User
<input type="checkbox"/>	ALT8137	twenty	test	Male	2MONTHS	N/A	CA	N/A	N/A	N/A	N/A	Altruista User
<input type="checkbox"/>	ALT8108	one	test	Male	2MONTHS	N/A	NY	000000	N/A	N/A	N/A	Chandu Puvadi
<input type="checkbox"/>	ALT8109	two	test	Male	2MONTHS	CA	NY	N/A	396-986-5689	N/A	N/A	Altruista User
<input type="checkbox"/>	ALT8110	three	test	Male	2MONTHS	N/A	NY	N/A	N/A	N/A	N/A	Altruista User

Care Staff: Chandu Puvadi: Practice Sub Admin

Assign Unassign

1 - 50 of 86 items

After clicking on the **Assign** button, the Practice SA assigned Care Manger Chandu Puvvadi to the member:

ASSIGN CARE MEMBER

Assigned successfully.

Show Search Activity Export Excel

<input type="checkbox"/>	Altruista Id	Last Name	First Name	Gender	Age	City	State	ZipCode	Phone	Medical Condition	PSU Score	Care Manager
<input checked="" type="checkbox"/>	ALT8140	Ph_001	Ph_01	Male	2MONTHS	NIA	AK	NIA	NIA	NIA	NIA	Chandu Puvvadi
<input type="checkbox"/>	ALT8141	ph002	ph2	Male	2MONTHS	NIA	AK	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8142	ph002	Ph2	Male	28YEARS	NIA	AK	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8132	eighteen	test	Male	1YEARS	NIA	NIA	NIA	NIA	NIA	NIA	Chandu Puvvadi
<input type="checkbox"/>	ALT8116	twelve	test	Male	17YEARS	mum	AK	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8119	thirteen	test	Female	6YEARS	mum	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8139	twenty one	test	Female	3MONTHS	mum	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8111	eleven	test	Male	16YEARS	mum	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8124	fifteen	test	Male	5YEARS	NIA	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8134	nineteen	test	Male	1YEARS	NIA	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8218	member 7	test	Male	16YEARS	NIA	AL	20190	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8128	seventeen	test	Male	6YEARS	mum	AR	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8191	member 7	test	Male	17YEARS	NIA	AR	NIA	NIA	NIA	test	Altruista User
<input type="checkbox"/>	ALT8135	twenty	test	Male	3MONTHS	NIA	AZ	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8137	twenty	test	Male	2MONTHS	NIA	CA	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8108	one	test	Male	2MONTHS	NIA	NY	000000	NIA	NIA	NIA	Chandu Puvvadi
<input type="checkbox"/>	ALT8109	two	test	Male	2MONTHS	CA	NY	NIA	396-986-5689	NIA	NIA	Altruista User

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To unassign Care Manager Chandu Puvvadi, select the same member, and click on the **“Unassign”** icon.

ASSIGN CARE MEMBER

CONFIRMATION
Do you want to inactivate current Primary Care Team Member?
Yes No


Show Search Activity Export Excel

<input type="checkbox"/>	Altruista Id	Last Name	First Name	Gender	Age	City	State	ZipCode	Phone	Medical Condition	PSU Score	Care Manager
<input checked="" type="checkbox"/>	ALT8140	Ph_001	Ph_01	Male	2MONTHS	NIA	AK	NIA	NIA	NIA	NIA	Chandu Puvvadi
<input type="checkbox"/>	ALT8141	ph002	ph2	Male	2MONTHS	NIA	AK	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8142	ph002	Ph2	Male	28YEARS	NIA	AK	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8132	eighteen	test	Male	1YEARS	NIA	NIA	NIA	NIA	NIA	NIA	Chandu Puvvadi
<input type="checkbox"/>	ALT8116	twelve	test	Male	17YEARS	mum	AK	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8119	thirteen	test	Female	6YEARS	mum	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8139	twenty one	test	Female	3MONTHS	mum	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8111	eleven	test	Male	16YEARS	mum	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8124	fifteen	test	Male	5YEARS	NIA	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8134	nineteen	test	Male	1YEARS	NIA	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8218	member 7	test	Male	16YEARS	NIA	AL	20190	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8128	seventeen	test	Male	6YEARS	mum	AR	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8191	member 7	test	Male	17YEARS	NIA	AR	NIA	NIA	NIA	test	Altruista User
<input type="checkbox"/>	ALT8135	twenty	test	Male	3MONTHS	NIA	AZ	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8137	twenty	test	Male	2MONTHS	NIA	CA	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8108	one	test	Male	2MONTHS	NIA	NY	000000	NIA	NIA	NIA	Chandu Puvvadi
<input type="checkbox"/>	ALT8109	two	test	Male	2MONTHS	CA	NY	NIA	396-986-5689	NIA	NIA	Altruista User

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Care Staff:
Type and Select Care Staff Name

Assign Unassign


Member Accessed

Alerts
Admin
Manage

ASSIGN CARE MEMBER

Show Search
Activity
Export Excel

Unassigned successfully.

<input type="checkbox"/> Altruista Id	Last Name	First Name	Gender	Age	City	State	ZipCode	Phone	Medical Condition	PSU Score	Care Manager
<input type="checkbox"/> ALT8140	Ph_001	Ph_01	Male	2MONTHS	NIA	AK	NIA	NIA	NIA	NIA	NIA
<input type="checkbox"/> ALT8141	ph002	ph2	Male	2MONTHS	NIA	AK	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8142	ph002	Ph2	Male	28YEARS	NIA	AK	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8132	eighteen	test	Male	1YEARS	NIA	NIA	NIA	NIA	NIA	NIA	Chandu Puvvadi
<input type="checkbox"/> ALT8116	twelve	test	Male	17YEARS	mum	AK	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8119	thirteen	test	Female	6YEARS	mum	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8139	twenty one	test	Female	3MONTHS	mum	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8111	eleven	test	Male	16YEARS	mum	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8124	fifteen	test	Male	5YEARS	NIA	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8134	nineteen	test	Male	1YEARS	NIA	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8218	member 7	test	Male	16YEARS	NIA	AL	20190	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8128	seventeen	test	Male	6YEARS	mum	AR	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8191	member 7	test	Male	17YEARS	NIA	AR	NIA	NIA	NIA	test	Altruista User
<input type="checkbox"/> ALT8135	twenty	test	Male	3MONTHS	NIA	AZ	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8137	twenty	test	Male	2MONTHS	NIA	CA	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8108	one	test	Male	2MONTHS	NIA	NY	000000	NIA	NIA	NIA	Chandu Puvvadi
<input type="checkbox"/> ALT8109	two	test	Male	2MONTHS	CA	NY	NIA	396-986-5689	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8110	three	test	Male	3MONTHS	NIA	NY	NIA	NIA	NIA	NIA	Altruista User

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The Practice Admin can group Member's together and assign to the Care Coordinator or Care Team.

In the Assign Care Member section, select the **Care Team radio button**, and click on **Search** to filter members.

test eighteen.ALT8132

Member Summary

test eighteen

Primary Phone : Not Available

Care Manager : Chandu Puv...

Service Interruption : Not Av...

PCP - Premium Provider : No

Community Care Org : Not Available

RISK SCORE NOT SET

RISK LEVEL NOT SET

RISK WEIGHT NOT SET

ASSIGN CARE MEMBER

SEARCH CRITERIA

Client Select

Index Name Select

Index ID

First Name

City

State/Province

Birth Date

Age Select

Ethnicity Select

Assigned Status Select

Persistent Super Utilizer Select

Role Select

Care Staff Enter Care Staff Name

Alt ID

Last Name

Zip/Postal Code

Country

Gender Select

Marital Status Select

Residence Status Select

Language Select

Auth Document ID

Search

Select a Member or Members (you can multi-select and group members together) to assign a Care Coordinator to the members Care Team.

In this example below, the Practice Admin has selected Care Coordinator Jillene Rupp from 12/29/2016 to 08/16/2017.

test eighteen.ALT8132

ASSIGN CARE MEMBER

Show Search Activity Export Excel



Altruista Id	Last Name	First Name	Gender	Age	City	State	ZipCode	Phone	Medical Condition	PSU Score	Care Manager
<input type="checkbox"/> ALT8140	Ph_001	Ph_01	Male	2MONTHS	NIA	AK	NIA	NIA	NIA	NIA	Wesley McRae
<input type="checkbox"/> ALT8141	ph002	ph2	Male	2MONTHS	NIA	AK	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8142	ph002	Ph2	Male	28YEARS	NIA	AK	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8132	eighteen	test	Male	1YEARS	NIA	NIA	NIA	NIA	NIA	NIA	Chandu Puvvadi
<input checked="" type="checkbox"/> ALT8118	twelve	test	Male	17YEARS	mum	AK	NIA	NIA	NIA	NIA	Altruista User
<input checked="" type="checkbox"/> ALT8119	thirteen	test	Female	6YEARS	mum	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8139	twenty one	test	Female	3MONTHS	mum	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8111	eleven	test	Male	16YEARS	mum	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8124	fifteen	test	Male	5YEARS	NIA	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8134	nineteen	test	Male	1YEARS	NIA	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8218	member 7	test	Male	16YEARS	NIA	AL	20190	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8128	seventeen	test	Male	6YEARS	mum	AR	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8191	member 7	test	Male	17YEARS	NIA	AR	NIA	NIA	NIA	test	Altruista User
<input type="checkbox"/> ALT8135	twenty	test	Male	3MONTHS	NIA	AZ	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8137	twenty	test	Male	2MONTHS	NIA	CA	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8108	one	test	Male	2MONTHS	NIA	NY	000000	NIA	NIA	NIA	Chandu Puvvadi
<input type="checkbox"/> ALT8109	two	test	Male	2MONTHS	CA	NY	NIA	395-985-5699	NIA	NIA	Altruista User
<input type="checkbox"/> ALT8110	three	test	Male	2MONTHS	NIA	NY	NIA	NIA	NIA	NIA	Altruista User

Selection

Jillene Rupp : Provider_User

Start Date 12/29/2016 End Date 08/16/2017 Assign

Click on the “Assign” button, and now the Care Coordinator Jillene Rupp is assigned to the Care Team of the selected members.



test eighteen:ALT8132

Action
Plan
Notes
Alerts
Admin
Know
Manage

ASSIGN CARE MEMBER

care team assigned successfully.
Show Search
Activity
Export Excel

<input type="checkbox"/>	Altruista Id	Last Name	First Name	Gender	Age	City	State	ZipCode	Phone	Medical Condition	PSU Score	Care Manager
<input type="checkbox"/>	ALT8140	Ph_001	Ph_01	Male	2MONTHS	NIA	AK	NIA	NIA	NIA	NIA	Wesley McRae
<input type="checkbox"/>	ALT8141	ph002	ph2	Male	2MONTHS	NIA	AK	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8142	ph002	Ph2	Male	28YEARS	NIA	AK	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8132	eighteen	test	Male	1YEARS	NIA	NIA	NIA	NIA	NIA	NIA	Chandu Puvvadi
<input type="checkbox"/>	ALT8110	twelve	test	Male	17YEARS	mum	AK	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8119	thirteen	test	Female	6YEARS	mum	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8138	twenty one	test	Female	3MONTHS	mum	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8111	eleven	test	Male	16YEARS	mum	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8124	fifteen	test	Male	5YEARS	NIA	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8134	nineteen	test	Male	1YEARS	NIA	AL	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8218	member 7	test	Male	16YEARS	NIA	AL	20190	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8128	seventeen	test	Male	6YEARS	mum	AR	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8191	member 7	test	Male	17YEARS	NIA	AR	NIA	NIA	NIA	test	Altruista User
<input type="checkbox"/>	ALT8135	twenty	test	Male	3MONTHS	NIA	AZ	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8137	twenty	test	Male	2MONTHS	NIA	CA	NIA	NIA	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8108	one	test	Male	2MONTHS	NIA	NY	000000	NIA	NIA	NIA	Chandu Puvvadi
<input type="checkbox"/>	ALT8109	two	test	Male	2MONTHS	CA	NY	NIA	396-986-5689	NIA	NIA	Altruista User
<input type="checkbox"/>	ALT8110	three	test	Male	2MONTHS	NIA	NIA	NIA	NIA	NIA	NIA	Altruista User

Default

Altruista User : MCO Quality Viewer

Andrea Renner : Provider_User

Chandu Puvvadi : Practice SA

Janet McRae : Provider_User

Lovel VanArsdale : Provider_User

Wesley McRae : Provider_User

Selection

Jillene Rupp : Provider_User

Start Date: 12/29/2016

End Date: 08/16/2017

Assign

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